

REQUEST FOR PROPOSALS

FY2023 Social Services



The City of Columbia is seeking proposals to contract with the City to provide social services, for eligible persons, to address issues related to Opportunity and Food Security. This Request for Proposals (RFP) and related information can be accessed on the [City of Columbia social services funding web page](https://www.como.gov/health/social-services-funding/) (<https://www.como.gov/health/social-services-funding/>).

RFP Timeline *

Event	Date	Time
RFP Issued	July 18, 2022	by Noon
RFP Information Session	July 19, 2022	10:00 a.m.
Deadline to Submit Letter of Intent	July 29, 2022	5:00 p.m.
Proposal Submission Deadline	August 30, 2022	5:00 p.m.
Notification re. Proposals Submitted	by August 31, 2022	5:00 p.m.
Notification re. Status of Proposals	by September 2, 2022	5:00 p.m.
Site Visits	September 6 – October 10, 2022	TBD
Proposal Comments to Applicants	by October 14, 2022	5:00 p.m.
Proposal Comment Response Deadline	October 24, 2022	5:00 p.m.
Preliminary Contract Recommendations Announced	by November 9, 2022	5:00 p.m.
Contracts Issued	by November 11, 2022	5:00 p.m.
Deadline to Return Contracts and Renewals	December 2, 2022	5:00 p.m.
City Council Consideration of Contracts	December 19, 2022	7:00 p.m.

* RFP timeline subject to change.

Funding Available (subject to budget appropriations)

Opportunity Services	\$297,660.00
Food Security	\$146,269.00

Contract Period

Opportunity Services	FY2023 (January 1 - December 31, 2023) with the option to renew for one additional year (FY2024)
Food Security	FY2023 (January 1 - December 31, 2023)

Information Session

An information session on the RFP FY2023 Social Services will be held at 10:00 a.m. on Tuesday, July 19, 2022:

Teleconference Option	In-Person
Email humanservices@como.gov to request link.	Department of Public Health and Human Services 1005 W. Worley St. Community Training Room

Please Note: Interested parties are strongly encouraged to participate in this information session.

Contact

For questions, further information and/or accommodation related to disability, please contact the Division of Human Services:

1005 W. Worley Street P.O. Box 6015 Columbia, Missouri 65205-6015	Voice: 573.874.7488 E-mail: humanservices@como.gov Web: https://www.como.gov/health/social-services-funding/
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Attachments

Attachment 1	<i>Letter of Intent form</i>
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Appendices

Appendix A	<i>City of Columbia Social Services Funding Guidelines</i>
Appendix B	<i>Taxonomy of Services</i>
Appendix C	<i>Common Outcomes</i>
Appendix D	<i>Social Services Proposal Rating Criteria</i>
Appendix E	<i>Standard Social Services Provider Agreement</i>
Appendix F	<i>Business Associate Agreement for Social Service Providers</i>
Appendix G	<i>Work Authorization Affidavit</i>

1. Intent

This document is intended to provide information to organizations seeking to propose and enter FY2023 contracts for the purchase of social services by the City of Columbia (City).

2. Definitions

For definitions of key terms used in this RFP, please reference Section IV. of the *City of Columbia Social Services Funding Guidelines* attached to this RFP as Appendix A.

3. Background

The City recognizes that in addition to physical infrastructure and public safety, it must also make an investment in the social infrastructure of our community. To this end, the City seeks to assure that adequate levels of needed and effective social services are made available to low-income residents of the City. This is accomplished through a combination of coordinating, providing, and purchasing social services. For those social services which are deemed to be necessary but cannot be provided directly by the City, the City seeks to assure the availability of these services by entering into purchase of service contracts with community-based social service providers.

4. Social Services Funding Guidelines

For detailed information about City social services funding, please reference the *City of Columbia Social Services Funding Guidelines* (Appendix A).

5. Oversight

The Human Services Commission (HSC) and Division of Human Services (DHS) advise the City Council in all matters regarding planning and contracting for, as well as evaluating the quality and effectiveness of, social services purchased by the City. The HSC is comprised of ten citizen volunteers appointed by the City Council.

6. Scope of Work

On July 18, 2022, the City will begin accepting letters of intent from local organizations interested in contracting with the City to provide social services, for eligible persons, to address issues related to Basic Needs.

6.1 Contract Period

Opportunity Services	FY2023 (January 1 - December 31, 2023) with the option to renew for one additional year (FY2024)
Food Security	FY2023 (January 1 - December 31, 2023)

6.2 Funding Available (subject to budget appropriations)

Opportunity Services	\$297,660.00
Food Security	\$146,269.00

6.3 Eligible Social Services

The following social services from the *Taxonomy of Services* (Appendix B) will be considered in response to this RFP:

Opportunity		
Taxonomy		Requirements
#	Service	
6.1	Credit Building	Must be provided to eligible adults.
6.2	Employment Subsidies	Must be provided to eligible adults.
6.5	Career Exploration	Must be provided to eligible adults.
6.6	Job Coaching	Must be provided to eligible adults.
6.7	Job Placement	Must be provided to eligible adults.

6.8	Job Readiness Assessment	Must be provided to eligible adults.
6.9	Job Readiness Training	Must be provided to eligible adults.
6.11	Personal Finance Education	Must be provided to eligible adults.
9.4	Out of School Programming	Must be provided to eligible children/youth.
9.20	Personal Development	Must be provided to eligible adults.

Food Security		
Taxonomy		Requirements
#	Service	
1.3	Food Distribution	Provider must be a recognized food bank. Supplemental food must be distributed to food pantries located in and serving residents of Columbia, MO.

6.4 Required Outcomes

Each of the eligible services proposed to be contracted by the City must be attributable to one or more of the required common outcomes from the *Common Outcomes* (Appendix C).

6.5 Ineligible Activities

For detailed information regarding ineligible activities, please reference Section VII. of the *City of Columbia Social Services Funding Guidelines* (Appendix A).

7. Requirements

For detailed information regarding organization and program service requirements, please reference Section VIII. of the *City of Columbia Social Services Funding Guidelines* (Appendix A).

8. Information Session

An information session on the RFP FY2023 Social Services will be held:

Tuesday, July 19, 2022
10:00 a.m.

Teleconference Option	In-Person
Email humanservices@como.gov to request link.	Department of Public Health and Human Services 1005 W. Worley St. Community Training Room

Please Note: Interested parties are strongly encouraged to participate in this information session.

9. Letter of Intent

Organizations interested in submitting a proposal to contract with the City for social services must first complete and submit a *Letter of Intent form*, which is included with this RFP as Attachment 1. The purpose of the letter of intent process is to:

- Determine the anticipated number of applicant organizations and proposals and the scope of the proposals
- Allow commission site visits to be scheduled, per Section 11.3 of this RFP

Instructions for submitting a letter of intent are included on the *Letter of Intent form* (Attachment 1).

The deadline to submit a letter of intent is 5:00 p.m. on July 29, 2022.

10. Proposal Submission

Proposal forms will be made available to applicant organizations based on the submission of a letter of intent, per Section 9. of this RFP.

The City utilizes a web-based funding management system, through which proposals to contract with the

City to provide social services must be submitted. The system can be accessed from the City's social services RFP web page:

<https://www.como.gov/health/social-services-funding/>

For questions about accessing and/or using the system or to report technical difficulties, please contact DHS, per Section 13 of this RFP.

10.1 Proposal Submission Requirements

For detailed information regarding program submission requirements, please reference Section IX. of the *City of Columbia Social Services Funding Guidelines* (Appendix A).

10.2 Deadline to Submit Proposals

The deadline to submit a proposal is 5:00 p.m. on August 30, 2022.

11. Proposal Review

The following are the components of the process by which proposals submitted in response to this RFP will be reviewed.

11.1 Notification of Proposals Submitted

By 5:00 p.m. on August 31, 2022, DHS will notify applicants and make public the proposals submitted by the deadline.

11.2 Initial Review of Proposals

DHS will review proposals submitted by the deadline for responsiveness before forwarding the proposals to the HSC for review. Proposals will be considered unresponsive if they are not complete and/or do not include the required documents. Any proposal deemed unresponsive will be ineligible for further consideration. DHS will notify applicants and make public the status of proposals by 5:00 p.m. September 2, 2022.

11.3 Commission Site Visits

Applicant organizations must agree to allow and facilitate a site visit by representatives of the HSC, per Section IX. of the *City of Columbia Social Services Funding Guidelines* (Appendix A). The purpose of the site visit is to allow the commission to observe and assess the environment in which the services proposed to be contracted by the City will be provided.

Commission site visits will be conducted September 6 – October 10, 2022. DHS will contact applicant organizations individually to schedule site visits based on the information provided by the applicant in the *Letter of Intent form* (Attachment 1). In the event that the applicant does not submit a proposal or a proposal is found to be unresponsive, the applicable site visit will be cancelled.

Please Note: Failure to comply with the commission site visit process will result in proposals being deemed unresponsive and ineligible for consideration.

11.4 Review of Responsive Proposals

All responsive proposals will be reviewed by the HSC and DHS. Issues with and questions about proposals will be communicated to applicants by 5:00 p.m. on October 14, 2022 for response by 5:00 p.m. on October 24, 2022.

11.5 Proposal Ratings

The HSC utilizes standardized rating criteria in reviewing all responsive proposals, as outlined in the *Social Services Proposal Rating Criteria* document included with this RFP as Appendix D. Proposal ratings will be factored into the development of the contract recommendations.

11.6 Preliminary Contract Recommendations

Based on the review and rating of responsive proposals, the HSC and DHS will develop preliminary FY2023 contract recommendations to the City Council. DHS will notify applicants and make public these recommendations by 5:00 p.m. on November 9, 2022.

The recommendations may include contingencies which must be satisfied in order for these program services to be considered for contracts. As applicable, DHS will communicate contingencies to applicants for their response. Detailed instructions and a deadline for response will be included in the contingency communication to applicants.

12. Contracts

For details regarding contract requirements, payments, reporting, and duration, please refer to Section X. of the *City of Columbia Social Services Funding Guidelines* (Appendix A). A sample Standard Social Services Contract is included with this RFP as Appendix E. If contracted social services involve personally identifiable protected health information, providers may be required to enter a Business Associate Agreement for Social Service Providers attached to this RFP as Appendix F. For contracts exceeding \$5,000, providers must submit an affidavit which affirms that it is in compliance with Section 285.525 – 285.550 RSMo, the state statute pertaining to the hiring of unauthorized aliens. The Work Authorization Affidavit is attached to this RFP as Appendix G. The provider must also submit documentation of participation in a federal work authorization program.

12.1 Contract Offers

Based on the preliminary contract recommendations and the satisfaction of contingencies on those recommendations, DHS will issue contract offers by 5:00 p.m. on November 11, 2022. This will be considered an offer to engage applicants for services, which may be withdrawn, if partially executed contracts are not returned by the deadline of 5:00 p.m. on December 2, 2022.

12.2 Contract Awards

All contracts will be subject to the approval of the Columbia City Council and budget appropriations. It is anticipated that the City Council will consider the recommended FY2023 social services contracts at its meeting on December 19, 2022.

13. Contact

For questions, further information and/or accommodation related to disability, please contact:

Division of Human Services

1005 W. Worley Street

P.O. Box 6015

Columbia, Missouri 65205-6015

V 573.874.7488

E-mail: humanservices@como.gov

Web: <https://www.como.gov/health/social-services-funding/>